



Federal Acquisition Regulation (FAR) Subpart 4.17: Service Contracts Reporting (SCR) Requirements

Definition of SCR Requirements

By law, executive agencies must prepare an annual inventory of their service contracts, known as SCRs. This is in accordance with Section 743(a) of Division C of the Consolidated Appropriations Act, 2010 (Pub. L. 111-117).

Contractors subject to the SCR requirement must provide the following information in the System for Award Management (SAM) by October 31, 2014: 1) Total Amount Invoiced, 2) Number of Contractor Hours, and 3) DUNS, Subcontract Number, and Number of Subcontract Hours (for applicable First-Tier Subcontractors).

Contracts Subject to SCR Requirements

SCRs are required for all service contracts that contain FAR clauses 52.204-14 or 52.204-15. As described in FAR Subpart 4.17, SCRs are required for these thresholds: 1) Cost-reimbursement, time-and-materials, labor-hour service contracts and/or orders with a "Base and All Options Value" at or above the simplified acquisition threshold of \$150,000, and 2) FY14 fixed price service contracts with a "Base and All Options Value" of \$2.5 million or greater.

System for Award Management (SAM) Impacts

To complete and submit Service Contracts Reports in SAM, service contractors must have a SAM account with the Entity Administrator, Entity Registration Representative, or Reporter role. Service contractors must take following three steps to complete and submit their SCRs:

1. Log into SAM before October 31, 2014 and click on the "Register/Update Entity" link.
2. Click on the "Service Contract Reporting (SCR)" link.
3. Complete the SCRs for pending actions (displayed by DUNS Number).

If the service contractor does not see a "Service Contract Reporting (SCR)" link, then they do not have reporting privileges (they are not an Entity Administrator, Entity Registration Representative or Reporter) or they do not have contracts subject to the SCR requirements.

Contact the Federal Service Desk for More Information

For more information about the SCR requirements, service contractors should contact the [Federal Service Desk \(FSD\)](#) at 866-606-8220 (U.S.) or 334-206-7828 (international) Monday - Friday 8:00 a.m. to 8:00 p.m. ET.